

State of Connecticut The Department of Social Services Job Opportunity – Field Operations

Secretary 2

APPLICANTS MUST HAVE TAKEN AND PASSED THE DEPARTMENT OF ADMINISTRATIVE SERVICES EXAMINATION FOR Secretary 2 (#912010). STATE EMPLOYEES WHO ARE CURRENTLY CLASSIFIED AT THIS LEVEL OR PREVIOUSLY ATTAINED PERMANENT STATUS IN THIS CLASSIFICATION WILL BE CONSIDERED FOR LATERAL TRANSFER. APPLICANTS WILL NOT HAVE THE OPPORTUNITY TO TAKE THE EXAM PRIOR TO THE ABOVE CLOSING DATE TO QUALIFY FOR THIS VACANCY.

PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Posting Date: March 23, 2015 Closing Date: April 6, 2015

The Department of Social Services is presently accepting applications to fill one (1) Secretary 2, in our Central Office location, Field Operations Unit.

Open To: State Employees currently on the exam list or working within the title

Position: Secretary 2

Position No.: 110618

Bargaining Unit: Administrative Clerical (NP-3)

Hours: Monday through Friday, 40 Hours per Week

Salary Range: \$45,360 - \$59,316 Annually (CL-16)

Location: 55 Farmington Avenue, Hartford, CT 06105

Duties and Responsibilities:

The Field Operations division located in the Department of Social Services' Central Office is currently seeking to fill one (1) Secretary 2 position in this fast-paced area. This position is responsible for coordinating a full range of office support activities as well as managing multiple Department of Social Services office locations. This position will support the Field Operations Director. This position will also support additional Program Managers to coordinate goals and objectives and will work independently to assess situations as well as interact with varying internal and external entities. Successful candidates should possess excellent written and interpersonal skill sets; knowledge of office systems, research skills, and have the ability to track work assignments from various managers and work locations.

Preferred candidates will be highly organized and possess a positive phone disposition.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

EXPERIENCE AND TRAINING:

General Experience:

Three (3) years' experience above the routine clerk level in office support or secretarial work.

Special Experience:

One (1) year of the General Experience must have been as a Secretary 1 or its equivalent.

Substitution Allowed:

College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

APPLICATION PROCEDURE: Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination of Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: www.das.state.ct.us/exam/default.asp#APPLICATION FORMS. Please be sure to specify the job posting number on all application materials. State employees must submit their two (2) most recent Performance Appraisals in lieu of references. Please <a href="mailto:ma

Kelly Geary, Principal Human Resources Specialist
Department of Social Services
55 Farmington Avenue – 5th Floor
Hartford, CT 06105

NOTE: Incomplete or late applications will not be considered. Please note that due to the large volume of applications received, we are unable to field phone inquiries.

~TWO (2) COMPLETE SETS OF ALL APPLICATION MATERIALS MUST BE SUBMITTED~

~PLEASE BE ADVISED THAT HAND-DELIVERED/FAXED/E-MAILED APPLICATIONS WILL NOT BE ACCEPTED~

APPLICATIONS MUST BE POSTMARKED ON OR BEFORE APRIL 6, 2015

AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.